

Preserve America's Waterways Quick Tips Reference Guide

1 General Information

The web based system is designed to provide a quick and easy way for:

- A).** Project partners to enter a service project.
- B).** For youth groups and scout units to search for a project in their area.
- C).** For youth groups and scout units to adopt a project.
- D).** For youth groups and scout units to log service hours toward the 1 million hour goal.

To enter information as a *project provider* or to adopt a project as a *youth group or scout unit* you **MUST REGISTER** as a user in the correct place.

If a youth group or scout unit does not find a project in their area, they may register as a provider and enter their own project and then adopt it.



WWW.PAWATERWAYS.ORG

2 REGISTER

The first step in utilizing the on-line system is to register as either a project provider or a youth group. Follow the simple on line instructions and be sure to complete all requested information.

1. Project Providers

Click “register” on the home page.

The registration process is very simple. Please complete all of the information below. This information is critical to insuring that we have accurate data for each service project provider and site. Once you complete all information submit your registration. You will get an email for your user name and password and may then go to login and enter your project.

2. Youth Groups and Scout Units

Click “register” on the *Adopt a service project page*.

Please register your group or unit here. This will allow you to adopt a service project and it will also enable the proper communications between the site and your group or unit. Enter all questions as fully as possible. Once you click submit at the bottom of the page you will get an email with your user name and password. Use this information to login and proceed to adopt a project.

3. Edit Information

Both provider and youth groups may edit or update information by entering your user name and password and clicking “EDIT”.

3 Enter A Project



Please enter all information as requested.

1. Project Entry

- a. Please enter a name for your project site: example (USACE Red River Recreation Site)
- b. Enter all address information for the site
- c. Estimate volunteer hours for the project. (be generous with this figure: 300hrs would mean a scout group with 10 kids working for a weekend would give 160 hrs – 2 8hr days) thus two groups could work on two different weekends to complete your project.
- d. Estimate the Number of volunteers you would want (this is only an issue if you have limited space – if that is not the case enter some large number as this is a required field)
- e. Please enter a brief description of your project: i.e. debris clean up, a storm drain marking, a habitat project, etc.
- f. The date range is very important: NO PROJECT SHOULD BEGIN BEFORE MARCH 30, 2009 OR AFTER DECEMBER 31, 2010. If you have a specific date when the project must be done enter the date range. If you have no preference you may enter a start date of March 30 and an end date of Dec 31.
- g. Enter any special info in this block. Some sites may have camping areas available for youth – this is the place to note this. Also if you feel the volunteers should have work gloves, water proof boots eye protection or whatever, enter it here. Also encourage volunteers to bring trash bags if necessary and also to make sure they have plenty of water on hand.
- h. When you hit the “Create Button” you will get a message at the top of your screen that your entry is successful. To verify this go to the home page, select “Locate a service project” click on your state and see that your project has been posted.

This completes the enter a service project process.

2. Edit

You may edit a project by entering you user name and password and clicking “edit”. Use this feature if you want to add required service hours or other information about your project.

4 Adopt A Project

This feature will allow the youth groups or scout units to select a project that is available and “Adopt” it. Please enter all information carefully as it will also be sent to the site provider.

1. Find A Service Project

If you have not yet found a service project, use the “Find A Service Project Feature”. You will be provided a listing of all available service projects and the status of each project. After reviewing this list make your selection but **BE SURE TO REMEMBER THE PROJECT NUMBER YOU WILL NEED IT TO ADOPT**

2. ADOPT

Get started and adopt your project. (you must be logged in) Begin by entering the number of the service project you wish to adopt. Be sure to read the information in the box under the project name. It will tell you the start and end date of the project, the number of hours requested, number of total volunteers requested and most important the number of hours that have already been pledged. If the project called for 200 hours and 100 hours are pledged then your group or unit may pledge 100 hours. You will also be able to see how many hours that have been logged in to this project (these are service hours that have been completed).

Next you will enter the number of hours you will pledge.

Then enter the number of volunteers you expect to have.

Finally read the liability release form and check the box. **NO GROUP OR UNIT MAY ADOPT A SERVICE PROJECT UNLESS THEY AGREE TO THE LIABILITY RELEASE AND CHECK THE BOX.**

Click the pledge button and you have successfully adopted the project. Details will be email to you to confirm the project you have adopted and your profile page will be sent to the site so they know that you have adopted their project. We encourage you to get in touch with the site and open some dialogue about your working together.

3. Cancel An Adopted Project

On Login using your user name and password. Select [cancel a volunteer commitment](#). And click.

A list of your adopted projects will show on the screen. Click **“CANCEL This Project” next to the adopted project you wish to cancel.** You will get a message that your cancel is successful. You may go back and re adopt the project and add volunteers or hours pledged if you wish. **Please be sure to cancel your commitment at least 4 weeks before the start date.**

5 Log Your Hours

After your group completes its service project it's time to record your hours. These hours will be added to the running total of all youth and scout units that have made a contribution to preserving and protecting America's Waterways.

1. Log Hours

Congratulations for your support of the Preserve America's Waterways Project. Your help is getting us closer to our goal of 1 Million Community Service Hours.

Please follow the instructions below to log your hours.

Choose which project to log hours for:

Number of service hours completed:

Number of youth certificates requested:

Click to submit information:

Make sure to select the correct project

Enter the number of hours your group or unit has completed

Enter the number of recognition Certificates that should be mailed to you.

(We encourage each group or unit to hold a special event and recognize the efforts of each youth that gave their time to this important national program)

Click submit and your hours will be added to the Service Hours running counter which is displayed on this site.